

Ez Storage

Quick User Guide

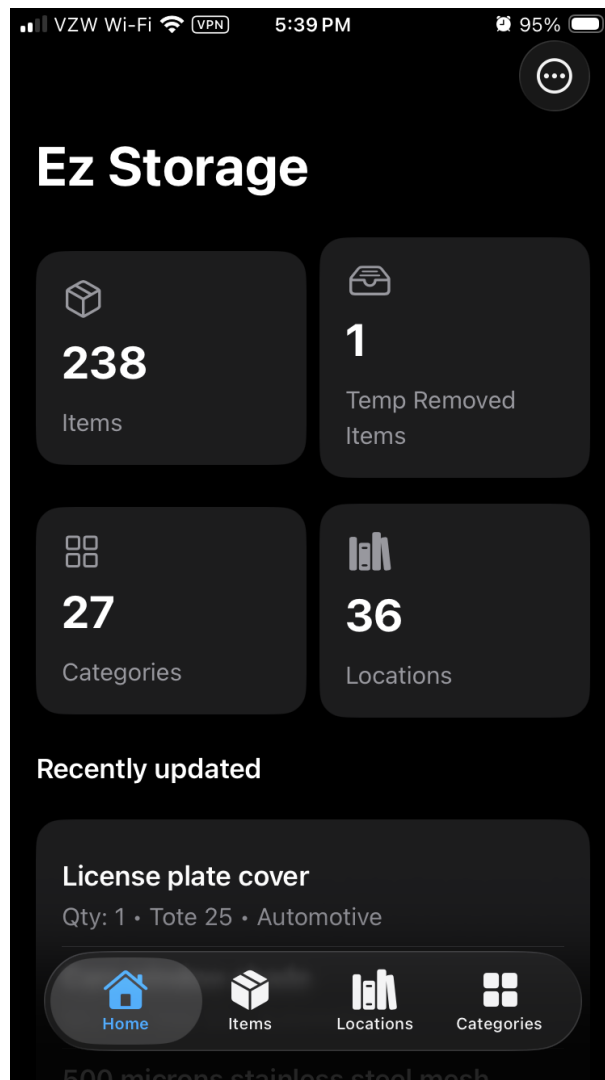
This guide explains the main screens and CSV import format.

Contents

- 1. Home dashboard cards
- 2. Items list and adding items
- 3. Locations and Categories
- 4. Import/Export (CSV/TXT)
- 5. CSV import file structure

1. Home dashboard cards

The Home screen provides a quick summary of your stored data. Each card is tappable and opens its related list.



Items card: shows the total number of items. Tap to open the Items list.

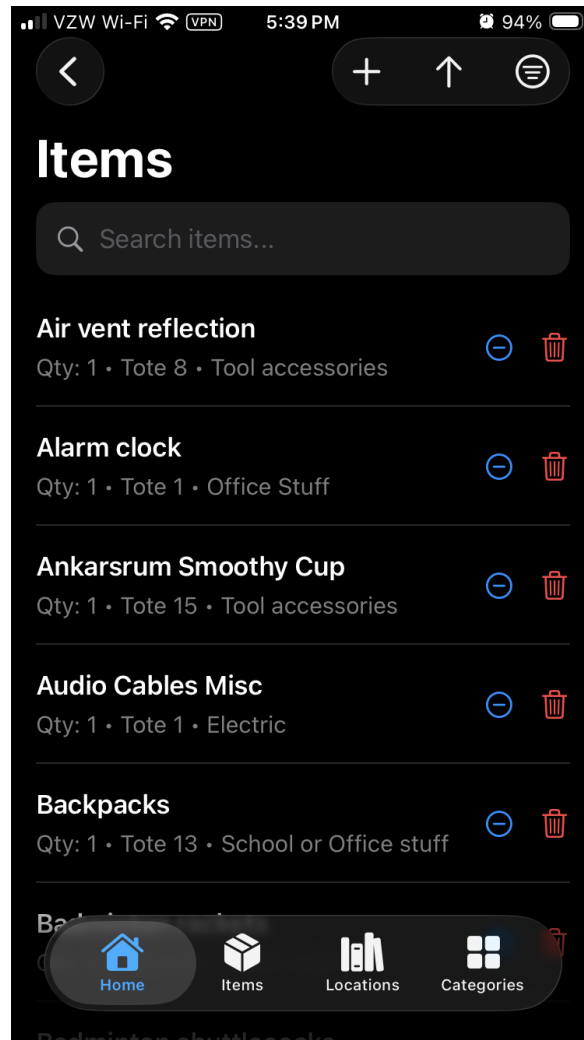
Temp Removed Items card: shows how many items are temporarily removed from storage (for example: Christmas decorations, seasonal tools). Set an item's status to Temp Removed when you take it out, and change it back to In Storage after you put it back.

Categories card: shows total categories. Tap to open the Categories list.

Locations card: shows total locations. Tap to open the Locations list.

2. Items list and adding items

The Items screen lists everything you have stored. Use the search bar to quickly find items.



Items list screen with search and item rows.

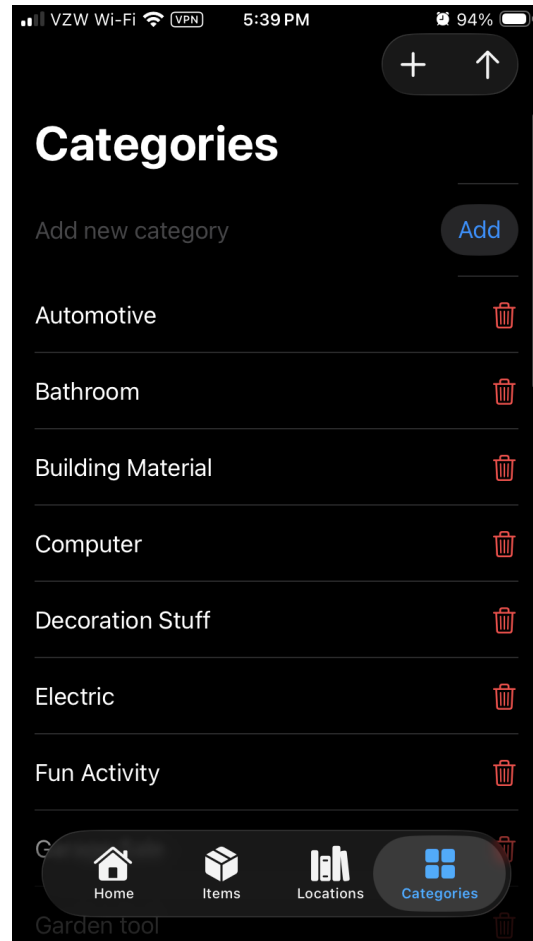
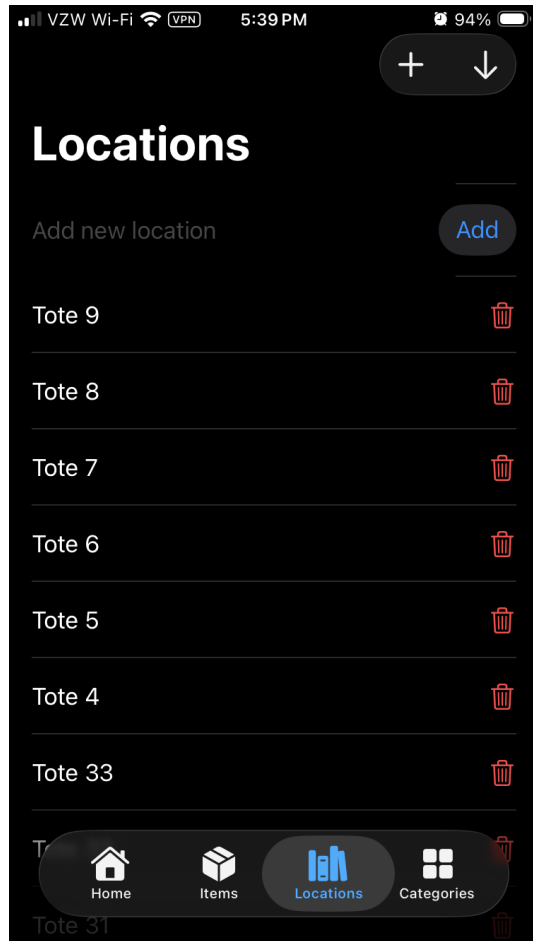
To add a new item, tap the + button. Each item includes a name, quantity, location, category, status, and optional notes.

The screenshot shows a mobile application interface for adding a new item. At the top, there is a status bar with 'VZW Wi-Fi', 'VPN', '12:43 PM', and '81%' battery. Below the status bar, there are 'Cancel' and 'Save' buttons. The main title is 'Add Item'. The form consists of four sections: 'Name' with a text input field labeled 'Name (unique)'; 'Quantity' with a numeric input field set to '1' and minus/plus buttons; 'Location (required)' with a dropdown menu labeled 'Location' and 'Select location', and a link 'Or add new location'; and 'Category (required)' with a dropdown menu labeled 'Category' and 'Select category'.

Add Item form (Location and Category are required).

3. Locations and Categories

Locations and Categories help you organize your inventory. You can add and remove entries from each list.

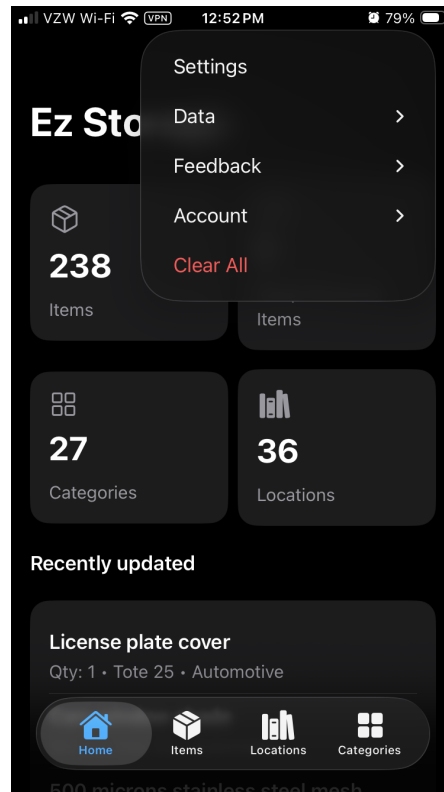


Locations list (left) and **Categories** list (right).

Tip: Use meaningful names like **Tote 1**, **Garage Shelf**, **Kitchen** for locations, and **Automotive**, **Bathroom**, **Electric** for categories.

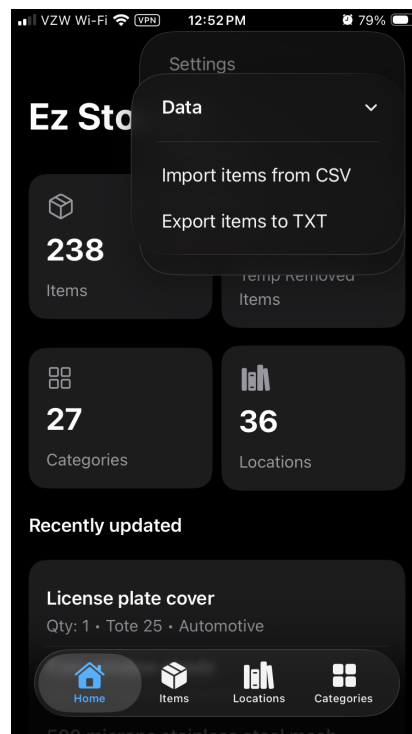
4. Import/Export (CSV/TXT)

Open **Settings** (three dots menu) to access import/export options.



Settings menu (Data, Feedback, Account).

Under **Data**, you can import items from a CSV file or export items to a TXT file.



Data section: Import items from CSV / Export items to TXT.

5. CSV import file structure

Your CSV file must use the exact header names below. Use <> as a separator in this example (your actual CSV will typically use commas).

Row	Format
Header (row 1)	name<>quantity<>category<>location<>status<>notes
Status values	1 = in storage, 0 = temp removed
Example row	item1<>1<>category 1<>location 1<>1<>note 1

Notes:

- Make sure **category** and **location** match names that exist in your app (or create them first).
- If **notes** is empty, you can leave it blank.
- Quantity should be a number (for example: 1, 2, 10).